



The Meetings function in Oracle Collaboration Suite (OCS) allows you to create group calendars to track meetings and important milestones that are relevant to your team/workspace members. This Help Document provides you with information on how to utilize the Meeting functionality.

How Do I Access The Meeting Function?

To access the Meeting function of the EPA Portal Workspaces, log in to the EPA Portal and click on the *Team Resources* on the left navigation bar. Click on the link to *Enter Collaborative Workspaces*. A new window will appear. Select your Workspace. Then select *Meetings* as seen in Figure 1.

Click on the *Meetings* link on the left navigation bar to access the meeting functions of the Workspace.

Figure 1: Meetings Link

A weekly calendar view will be displayed. You can change this view by selecting another view in the drop down on the top left as seen in Figure 2. View options include:

- **Daily Calendar:** This will display a calendar format with the activities scheduled for that day.
- **Daily List:** Users will see a list of activities scheduled for a specific day.
- **Weekly Calendar:** The Weekly Calendar view displays a calendar format with all meetings scheduled during the week.
- **Weekly List:** This will show a list of all scheduled activities throughout the week.



Click on the New Meeting button on the top right to create a new meeting.

The filter by view tab will allow you to see the calendar by day, week, or month.

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Figure 2: New Meeting

How Do I Schedule A Meeting?

To schedule a new meeting, on your calendar, select *New Meeting* (see Figure 2 above). The New Meeting screen will be displayed (see Figure 3). The New Meeting screen allows you to input data related to the meeting you would like to schedule as follows.

1. Fill in the requisite subject, date, locations, description.
2. To specify information about users, enter that data requested under the *Users & Resources* tab as seen in Figure 3.
3. To create a meeting that repeats at selected intervals, click on the *Repeating* tab as seen in Figure 3 and enter the appropriate information.
4. When you have finished entering your meeting details, click the *Create* button on the bottom right corner. You will see your meeting displayed on the calendar as shown in Figure 4.

The screenshot shows the 'SLP Test' application interface. On the left is a sidebar with navigation links: Overview, Library, Meetings (selected), Tasks, Announcements, Discussions, Inbox, Views, and Members. The main area is titled 'New Meeting' and contains a form with fields for Subject, Location, Meeting date (Dec 1, 2006), Time (9:00 AM), Priority (Normal), Tentative (checkbox), and Duration (01:00). Below the form are two expandable sections: 'Users & Resources' and 'Repeating'. A red circle highlights these two sections in the sidebar. A yellow box on the right contains the text 'Users and Resources Options' and 'Repeating Options', with a red arrow pointing to the 'Users & Resources' section. At the bottom right, there are 'Cancel' and 'Create' buttons, with the 'Create' button circled in red.

Figure 3: Meeting Creation

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Collaboration Suite Workspaces

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SLP Test

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- Overview
- Library
- Meetings**
- Tasks
- Announcements
- Discussions
- Inbox
- Views
- Members

[Workspaces](#) >
[SLP Test](#) >
[Meetings](#) >

Information

Meeting successfully created

Notify others...

Meetings

Filter by View

Weekly Planner

☒ Show my workspace meetings
 ☐ Show all workspace meetings

Monday, November 27, 2006 - Sunday, December 3, 2006

«

Today

>>

Go to:

2006/12/01

Mon 27	Tue 28	Wed 29	Thu 30	Fri 1
8:00 AM (*)	(*)	(*)	(*)	(*)
9:00 AM (*)	(*)	(*)	(*)	(*)
10:00 AM (*)	(*)	(*)	(*)	(*)
11:00 AM (*)	(*)	(*)	(*)	(*)
12:00 PM (*)	(*)	(*)	(*)	(*)
1:00 PM (*)	(*)	(*)	(*)	(*)
2:00 PM (*)	(*)	(*)	(*)	(*)
3:00 PM (*)	(*)	(*)	(*)	(*)
4:00 PM (*)	(*)	(*)	(*)	(*)
5:00 PM (*)	(*)	(*)	(*)	(*)

Test meeting

11:00 AM - 12:00 PM

No existing linked content

Contains linked content

Figure 4: New Meeting on Calendar

How Do I Update Meeting Information?

To update meeting information, click on the meeting within the calendar (see Figure 4) and select the action you would like to take on the top right menu bar (Update, Delete, or Notify) as seen in Figure 5.



Figure 5: Meeting Detail Page

To update the meeting, follow the steps below:

1. Select the meeting on the calendar as shown above, and then modify the information as you would like, then click *Update*.
2. To delete the meeting, select the meeting on the calendar as shown in Figure 4. You will be taken to the meeting detail screen, click *Delete*.
3. To notify a member(s) about a meeting, select the item, and then click the *Notify* button. You will be asked to fill in the email address(es) of the person(s) whom you would like to notify. Enter the required information then click the *Send* button.